

**THE CITY OF  
WEST SACRAMENTO**



Invites your interest in the position of  
**CHIEF of POLICE**



## THE COMMUNITY

One of California's fastest growing cities, West Sacramento is a modern, river-oriented community striving to expand services and facilities to meet the demands of a rapidly changing city. West Sacramento's multi-ethnic community reflects a broad range of incomes, interests and viewpoints. The City's population of 39,000 is projected to double by the year 2015. The City's last Chief of Police retired after five years of service with the City. He was an active proponent of community oriented policing and is credited with advancing the department in many areas.

Located at the confluence of the American and Sacramento Rivers, in the heart of California's rich central valley, West Sacramento is recognized as a leader in the region for its innovative residential development complementing its traditional role as a center of commerce. The City's riverfront ballpark known as Raley Field is home to the 2003 Pacific Coast League Champion Sacramento River Cats (the most popular franchise in minor league baseball). The City's easy access to the Bay Area and Lake Tahoe and close proximity to downtown Sacramento and the State Capitol makes West Sacramento attractive to businesses and residents alike. California State University, Sacramento and the University of California at Davis offer nearby opportunities for higher education.

Incorporated in 1987, West Sacramento encompasses approximately 22 square miles divided about evenly by the Port of Sacramento between the historical areas in the north and the comprehensively planned new area in the south. Its most recognizable landmarks are the historic Tower Bridge, the Ziggurat and the new Civic Center, a major addition to the City's central business district on West Capitol Avenue. The new neighborhoods in the south (known as Southport) are experiencing the most rapid development but significant development is expected through town. A high-density urban housing project in the northern area of the city, was recently touted by Sacramento Magazine as one of the region's ten best neighborhoods.



## THE ORGANIZATION

West Sacramento is a general law city and operates under the council/manager form of government. The citizens of West Sacramento will be electing the City's first mayor in November 2004. The mayor was previously selected by the City Council. The remaining four council members serve four (4) year overlapping terms. The City Council appoints members to nine citizen commissions that assist the City on a variety of subjects. The City Council also serves as the Redevelopment Agency Board of Directors.

The City organization has a full range of municipal services including Police, Fire, Parks and Community Services, Finance, Grants and Community Investment, Redevelopment, and Public Works, including water and wastewater utilities. Eight department directors are appointed by and serve at the pleasure of the City Manager. The current annual budget totals approximately \$71 million and includes 332 full time staff positions.

The City's current efforts focus on quality growth and development, while continuing to enhance established neighborhoods in the City. In 2003, the City Council outlined ten principles to guide the future of West Sacramento:

- ◆ WEST CAPITOL AVENUE – Our Community's Downtown
- ◆ RIVERFRONT – A Regional Destination
- ◆ Range of QUALITY HOUSING Choices
- ◆ VIBRANT NEIGHBORHOODS
- ◆ QUALITY SCHOOLS and Educational Programs
- ◆ DIVERSE LOCAL ECONOMY – Manufacturing, Retail, Distribution, Professional Services, Entertainment
- ◆ Respecting and Celebrating DIVERSITY
- ◆ People Feeling SAFE and SECURE
- ◆ FINANCIALLY SOUND City Government
- ◆ COMFORTABLE Lifestyle and Living

The City Council appointed City Manager Toby Ross in November 2002 after he had served as the City Manager in Park City, Utah for thirteen years. Mr. Ross was instrumental in the planning for the Winter Olympic activities in Park City, Utah. Previously, Mr. Ross was the Assistant City Manager in San Luis Obispo, California. He has extensive experience in local government with an array of impressive accomplishments in economic development, intergovernmental relations, and community development. He believes in a collaborative approach to problem solving and has a strong team orientation. Mr. Ross is looking to attract a Chief of Police with similar values.

**Additional information regarding the City of West Sacramento can be found at the City's web site at [www.ci.west-sacramento.ca.us](http://www.ci.west-sacramento.ca.us)**

## THE POLICE DEPARTMENT

The West Sacramento Police Department consists of 65 sworn and 31 civilian personnel. The department is supported by an annual operating budget of approximately \$8.9 million. The command staff consists of one deputy chief of police, three lieutenants, and eight sergeants. The Deputy Chief of Police position is currently vacant. The new chief will have the opportunity to select the second in command. The department was recently accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA).

The department provides services through four divisions: Administration, Support Services, Operations and Criminal Investigations. The Administration and Support Services Divisions are composed of sworn command staff, civilian management employees, and general support and records personnel. The Support Services Division handles crime prevention/neighborhood watch and volunteers in policing. The Operations Division is home to patrol, traffic/parking enforcement and boat patrol. In addition to conducting criminal investigations, the Criminal Investigation Division is responsible for property and evidence preservation, the domestic violence response team and narcotics and code enforcement. The City is a member of a Joint Powers Authority (JPA) for dispatch services. This JPA also coordinates a multi-agency records management and mobile data program.

### Priorities and Issues

In addition to the general responsibilities inherent in managing a law enforcement agency, the Police Chief will be expected to address the following priorities and issues:

- ◆ Assess the service requirements of the community in response to rapid change and growth in different areas of the city commensurate with available resources.
- ◆ Sustain the accomplishments achieved through CALEA accreditation
- ◆ Maintain and enhance community policing strategies.
- ◆ Support and strengthen the City's code enforcement programs.
- ◆ Develop collaborative and strong working relationships with the City executive team.
- ◆ Engage community leaders.

## Management and Leadership Profile

Along with solid administrative skills, the new Chief will have the capacity to work closely and collaboratively with fellow department heads and demonstrate the ability to view issues outside the exclusive realm of policing. He/she must be willing to understand and embrace the complexities of a growing community while still addressing the service demands and priorities of citizens in the older established neighborhoods. The new Police Chief must be willing and eager to be actively involved and visible in the community.

The ideal candidate will be a strong leader who has a history of coaching and mentoring. He/she will practice a leadership style that fosters collaboration and teamwork, promotes cooperative goals and strengthens staff through delegation, development and visible support.

In addition to the characteristics highlighted above, West Sacramento's Police Chief will reflect the following leadership attributes:

- ◆ Exhibits the highest ethical standards and exudes a strong sense of professionalism
- ◆ Outstanding communicator; good with the media
- ◆ Energetic and dynamic and able to thrive in a rapidly changing community
- ◆ Capable of promoting and sustaining positive labor relations
- ◆ Calm and assured; exercises sound judgment even in stressful times
- ◆ Visible in the department and community
- ◆ Fair and even handed

The City plans to engage employees inside and outside of the department as well as the community to develop further the ideal candidate profile and selection criteria.

## Background, Education And Experience

Qualified candidates shall possess ten years of broad, extensive experience in all major phases of police work, including at least three years in a responsible middle management capacity in a law enforcement agency. A Bachelors' degree from an accredited college or university with major course work in criminal justice, public administration or related field is highly desirable. Possession of Advanced POST and POST Management certificates or equivalent is preferred. Out of state candidates must obtain POST certification in accordance with California law.

The City hopes to attract candidates who are seeking a long-term partnership with the organization and the community. Residency within the city limits is preferred. The City reserves the right to establish an emergency response time requirement.

## COMPENSATION and BENEFITS

### Salary

The salary range for the position is \$89,196-\$120,600.

### Retirement

Police Safety employees participate in the California Public Employees Retirement System (CalPERS) 2% @ 50 plan; highest last year; City pays employee's 9% contribution.

### Money Purchase Plan (401a)

The City contributes 7% of the employee's base salary with a 3% employee contribution.

### Medical, Dental, Vision, Life and Long-Term Disability Insurance

The City has a cafeteria plan for medical, dental, vision and life insurance in the amount of \$500 per month. Effective October 1, 2004 this increases to \$560 per month. The City separately pays for long-term disability insurance.

### Leave Time

Employees receive 10 set holidays and 3.5 floating holidays. The City has a standard vacation accrual schedule based on tenure with the starting accrual rate negotiated at the time of appointment. Employees may sell back up to 96 hours of vacation per year. Employees receive 12 days of sick leave per year, accrued on a monthly basis. Department Heads receive 80 hours of management leave.

### Car Allowance

The Chief has the option of a city vehicle or a \$500 monthly car allowance.

### Career Enhancement Reimbursement

The City reimburses \$400 per fiscal year for job related books, tuition, manuals, personal computer hardware and software. This may be rolled over from year to year for a maximum accumulation of \$1200.

## APPLICATION PROCESS and RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, please submit a cover letter with current salary and resume that reflects size (staff and budget) and scope of current/most recent organization and responsibilities along with six professional references by Friday, May 21, 2004 to CPS Executive Search.

### For additional information please contact:

◆ Teri Black-Brann or Kris Kristensen

#### CPS Executive Search

241 Lathrop Way

Sacramento, California 95815

Phone: (916) 263-1401

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E-mail: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)

Website: [www.cps.ca.gov/shannon](http://www.cps.ca.gov/shannon)



*Executive Search*

Following the filing deadline, candidates with the most relevant qualifications and credentials will be granted interviews by the consultants. Those individuals determined to be the best suited for the position will be invited to the City's selection process. Upon completion of background and reference checks a conditional offer of employment will be made. Final appointment subject to psychological and physical examinations.

